

SUBMITTING FINAL GRADES

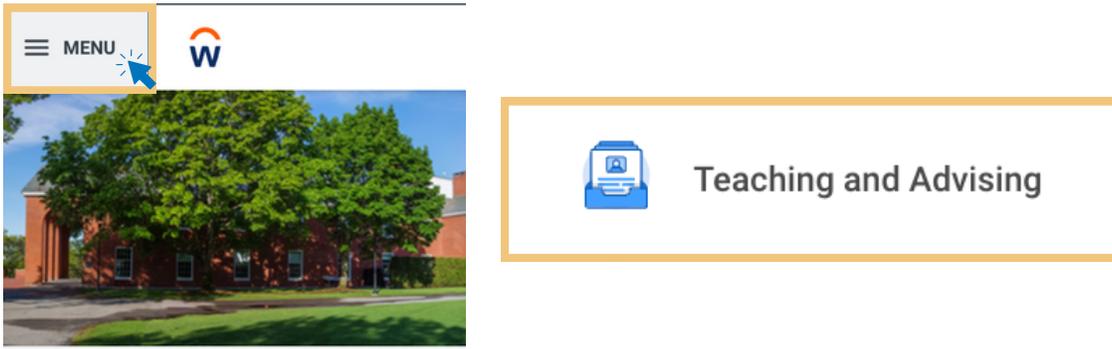
Workday is an evolving product. Each week large and small features are released. If you find this documentation different from the experience you have for this process, please let us know at ga_registrars_office@bentley.edu

How to Submit Final Grades

To complete the final grade submission process in Workday, please follow these general guidelines.

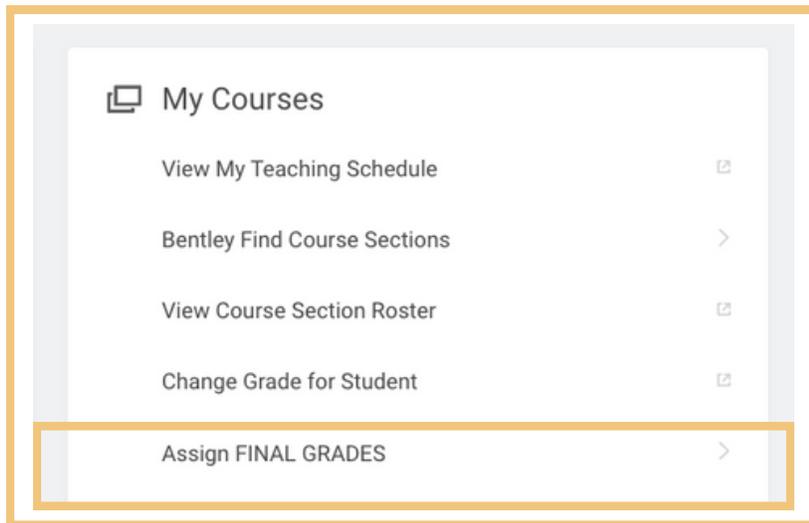
STEP 1

After logging into Workday, click on **Menu** and select the **Teaching and Advising icon**.



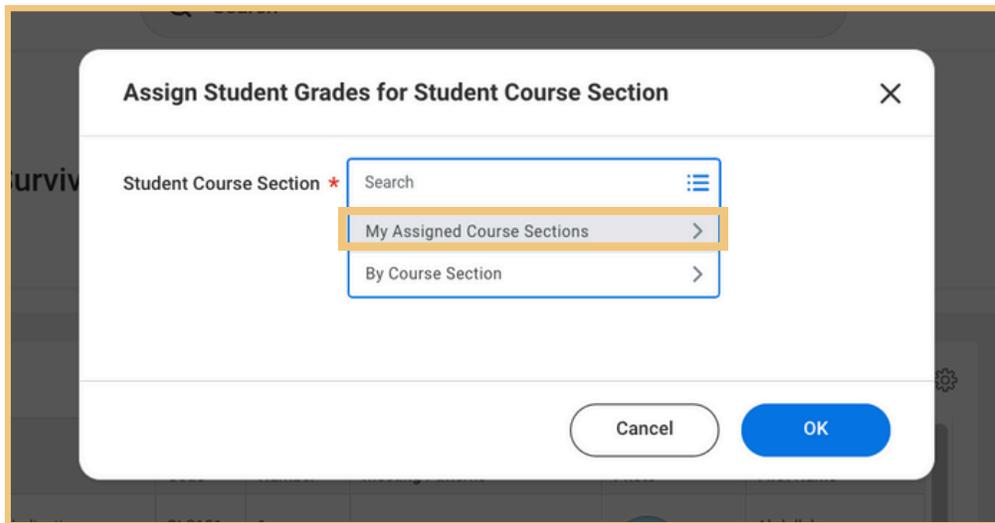
STEP 2

Under **My Courses**, select **Assign FINAL GRADES**.



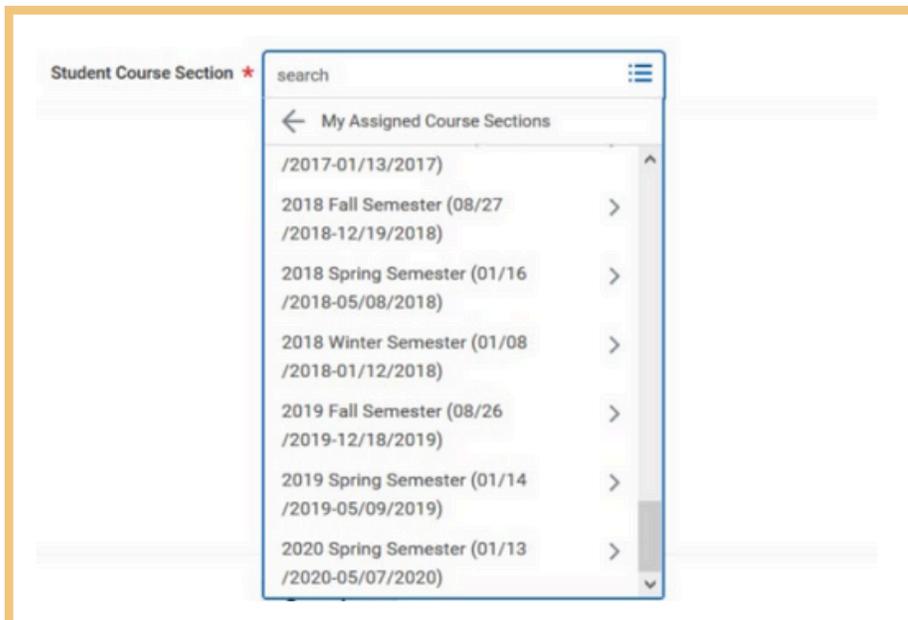
STEP 3

Click in the **Students Course Section*** box in the **Assign Student Grade for Course Section** task and select **My Assigned Course Sections**.



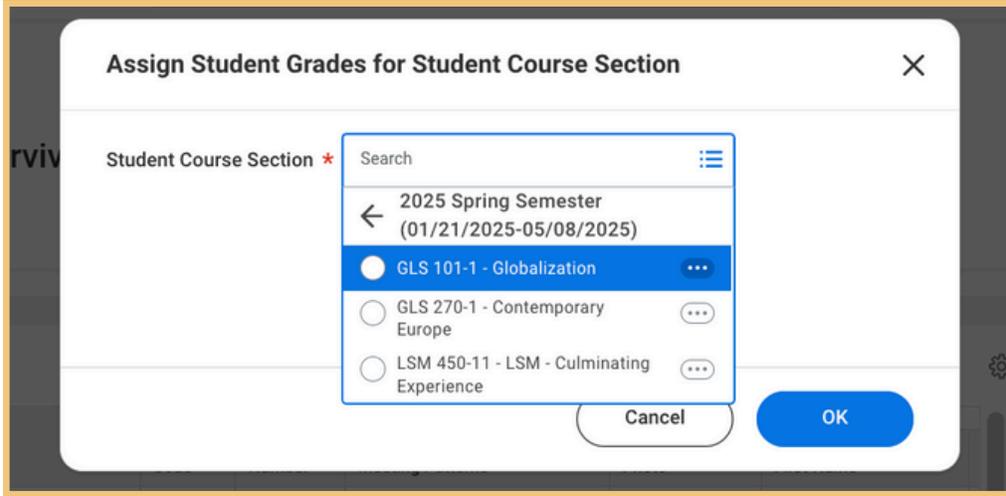
STEP 4

Scroll through the list and choose the semester you need to assign grades for.



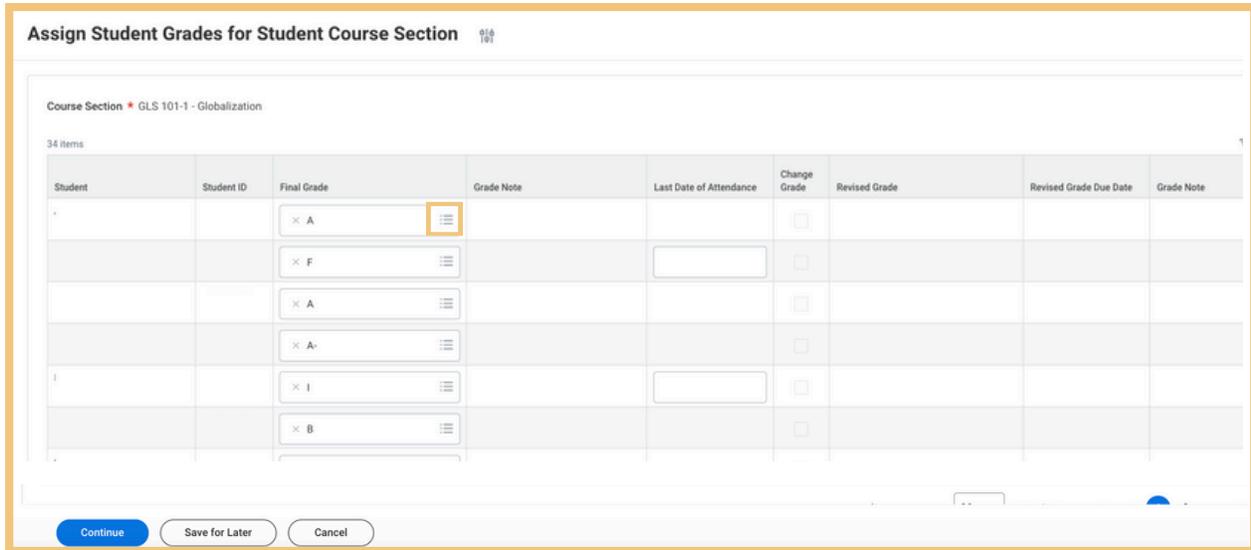
STEP 5

Select the course section you wish to grade. Click **OK**.



STEP 6

Click on the 3-bar icon in the Final Grade box for each student and select a letter grade from the list.



STEP 7

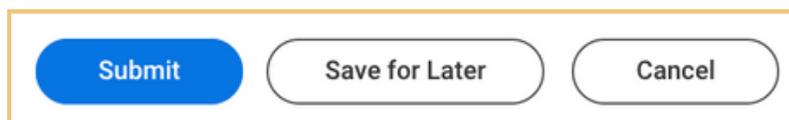
For any student who has been assigned a grade of **F** or **I**, instructors are required to indicate the student's last date of attendance.



STEP 8

After entering a grade, you'll see three options: **Submit**, **Save for Later**, or **Cancel**.

- **Submit** – Clicking Submit will prompt you to Confirm the grades you've entered. You don't need to enter all grades at once. Once you click **Confirm**, the grades will be officially posted. You can still return later to add more grades.
- **Save for Later** – This saves the grades you've entered so far, but they won't be officially posted until you go through the Submit and Confirm steps later.
- **Cancel** – Choosing this opens a dialog box with two options: Cancel (which takes you back to the grade entry screen) and Discard (which exits to the menu and erases any changes you haven't saved).



STEP 9

Review your submissions! If any grades are missing a checkmark in the "Posted" column, they haven't been submitted yet. To post them, click **Submit**, then **Confirm**, **OK**, and **Done**.